

DOE OFFICE OF INDIAN ENERGY

# Introductions and Negotiation Process

Lizana Pierce, Senior Engineer, Deployment Supervisor, and FOA Manager

Tweedie Doe, DOE Project Officer



# Deployment Supervisor Lizana Pierce, Denver, CO



- Lizana Pierce manages the implementation of all Office of Indian Energy deployment programs: technical assistance, financial assistance, and education and capacity building.
- As Deployment Supervisor, she also serves as the principal engineering expert on these programs for the Director and Deputy Director.
  - Holds a Bachelor of Science degree in mechanical engineering
  - Brings 30 years of experience in energy technologies, project development, and management
  - Has dedicated nearly 25 years to assisting Indian tribes in developing their energy resources and building their human capacity to realize their energy visions



*“One of the things that motivates me the most is the ability to touch people [and] to see how these energy projects have had a positive impact on the everyday lives of people and tribal communities.”*

# Lead Project Officer Tweedie Doe, Denver, CO

- As Lead Project Officer, Tweedie Doe serves as a financial assistance program resource to tribes.
- She also oversees, reviews, analyzes, and evaluates a diverse grants portfolio comprising cooperative agreements, awards, and projects.
  - Holds a bachelor's degree in political science and a master's degree in international studies with emphasis on economics and human rights
  - Certified as a Project Management Professional and Project Officer and Contracting Officer Representative
  - Prior to joining DOE, worked with the Council of Energy Resource Tribes, collaborating with tribal leadership on energy and resource planning and management

*"Each person on our team amazes me with their talents and commitment to our mission to improve the standard of living for tribal members. The drive I see in each person motivates me to do my part."*





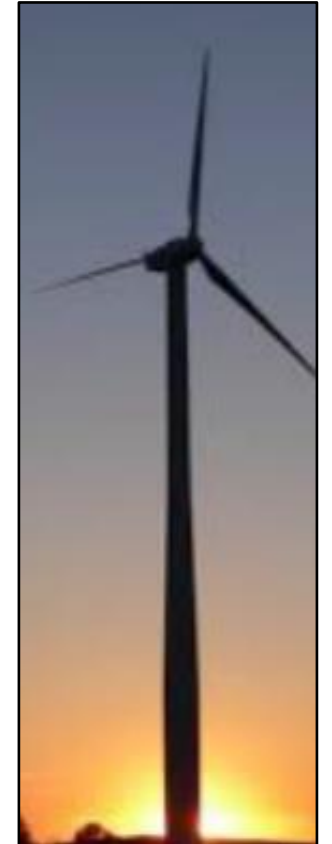
# About Us



# Office of Indian Energy

The DOE Office of Indian Energy is charged by Congress under the **Indian Tribal Energy Development and Self Determination Act of 2005** (Title V of the Energy Policy Act of 2005) to “**provide, direct, foster, coordinate, and implement energy planning, education, management, conservation, and delivery programs that –**

- (1) **promote Indian tribal energy development, efficiency, and use;**
- (2) **reduce or stabilize energy costs;**
- (3) **enhance and strengthen Indian tribal energy and economic infrastructure** relating to natural resource development and electrification; and
- (4) **bring electrical power and service to Indian land and the homes** of tribal members located on Indian lands or acquired, constructed, or improved (in whole or in part) with Federal funds.”



Clockwise from right: **Seneca Nation's** (NY) 1.5-MW wind turbine, **Sokaogon Chippewa Community** (WI) Housing Project, and **Chippewa Cree Tribe's** (MT) Residential Solar.

# Deployment Program

## Financial Assistance



Provides funding and financing to support tribal energy development

## Technical Assistance



Offers no-cost technical assistance to advance tribal energy and infrastructure projects

## Education and Capacity Building



Supports internal capacity building to develop energy projects and navigate energy markets

## All Funds Awarded Through a Competitive Process

**18**  
funding  
opportunity  
announcements  
(FOA) issued

(Includes FOAs issued in 2009  
for award in 2010)

Accepted nearly  
**690**  
applications  
valued at nearly  
**\$742 million**

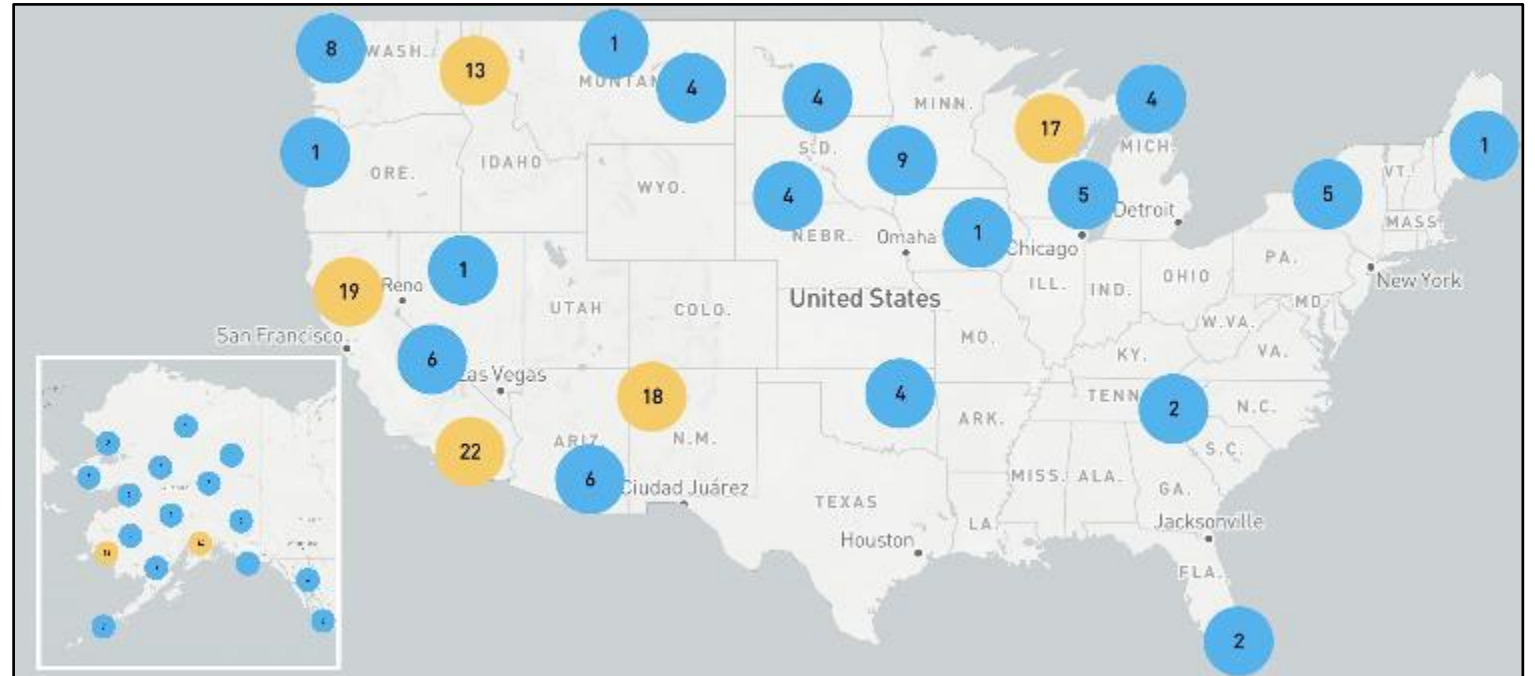
Funded over  
**32%**  
of all applications  
received  
(223 out of 687)

DOE average ~ 5%-10%

The Office of Indian Energy has primarily fulfilled the requirements under 42 U.S.C. § 7144e by providing cost-shared federal funding to Indian tribes and tribal entities through competitive financial assistance awards.

# Office of Indian Energy Investments 2010–2022

- More than **\$120 million invested** in over **210 tribal energy projects** across the contiguous 48 states and Alaska
- Valued at more than **\$215 million**
- Leveraged by over **\$93 million** in recipient cost share



For more information on funded projects, see:  
[energy.gov/indianenergy/tribal-energy-projects-database](https://energy.gov/indianenergy/tribal-energy-projects-database)



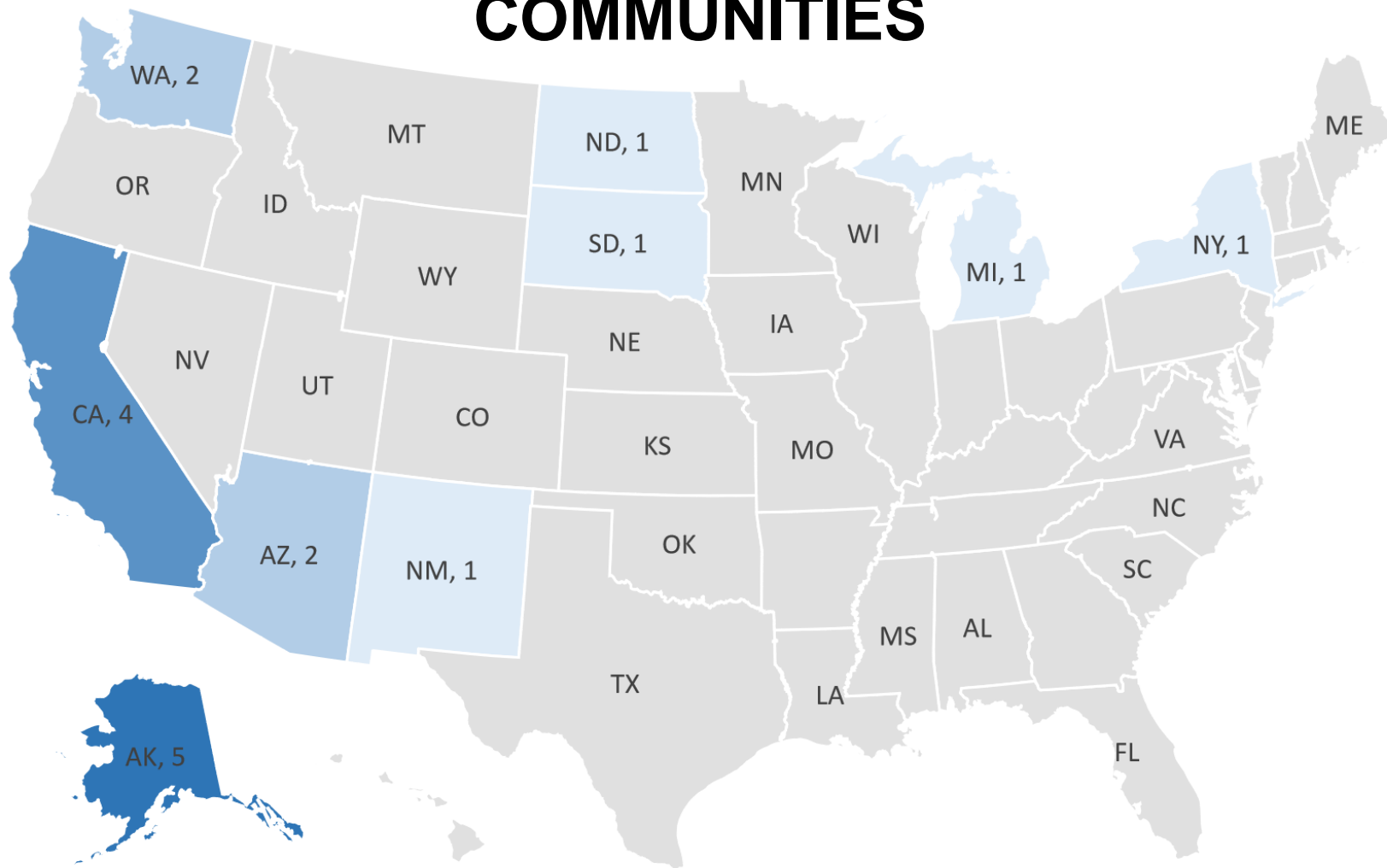
## Financial Assistance Results (2010-2022)

- Nearly 46 MW of new generation installed
- Nearly 13 MWh of battery storage installed
- Over \$14.4 million saved every year
- Nearly \$315 million saved over system lifetimes
- \$3.38 saved for every DOE dollar invested
- Nearly 8,800 tribal buildings affected



Clockwise from top right: **Huslia Tribe Council (AK)** installed a community-scale biomass project to heat their community's buildings (2018); **Rosebud Sioux (SD)** solar system on low-income home (2016); **Alaska Village Electric Cooperative, Inc. (AVEC) and Bethel Native Corporation's (BNC)** installed a 900-kW turbine to power the communities of Bethel and Oscarville, AK.

# DOE ANNOUNCES \$34 MILLION TO DEPLOY CLEAN ENERGY TECHNOLOGY IN AMERICAN INDIAN AND ALASKA NATIVE COMMUNITIES



Power  
© GeoNames, Microsoft

# Financial Assistance Results (Selected Projects)

Collectively, these selected cost-shared projects are estimated to result in:

- Over 9 megawatts of new clean energy generation installed
- Over 6,700 megawatt-hours of battery storage
- Affect 1,000 tribal buildings
- Save these 18 communities over \$100 million over the life of the systems



Clockwise from top right: **Ute Mountain Ute Tribe (CO)** installed a 1-MW solar system (2019); **San Xavier Education Building (AZ)** installed a 182-kW solar system (2022); and **Winnebago Tribe (NE)** installed a 23-kW solar system (2016)

# Engage With Us to Learn More



## Office of Indian Energy

(240) 562-1352



[indianenergy@hq.doe.gov](mailto:indianenergy@hq.doe.gov)  
[energy.gov/indianenergy](https://energy.gov/indianenergy)



## Subscribe to get our email updates

[energy.gov/indianenergy/contact-us-and-staff](https://energy.gov/indianenergy/contact-us-and-staff)



## Social Media



[facebook.com/DOEIndianEnergy](https://facebook.com/DOEIndianEnergy)



[twitter.com/DOEIndianEnergy](https://twitter.com/DOEIndianEnergy)



# Agenda and Purpose



# Agenda



# Purpose

- Introduce ourselves
- Provide you information on the negotiation process and timing
- Supplemental Forms
- Next Steps
- Answer any of your questions



**Note:** An individual negotiation call will be scheduled with each project team to discuss and agree on the scope and budget for your individual award.

# Roles and Responsibilities

# DOE Project Contacts

Name	Role	Responsibility
<ul style="list-style-type: none"> <li>• <b>Lizana Pierce</b></li> </ul>	Deployment Supervisor & FOA Manager	<ul style="list-style-type: none"> <li>• Responsible for implementing the Office of Indian Energy Deployment Program: Technical Assistance, Financial Assistance; and Education and Capacity Building</li> <li>• Oversees the Deployment Program activities, staff, and technical aspects of the financial assistance process and projects</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Tweedie Doe</b></li> <li>• <b>Josh Gregory</b></li> <li>• <b>Lizana Pierce</b></li> <li>• <b>Mike Vehar</b></li> </ul>	Project Officers	<ul style="list-style-type: none"> <li>• Responsible for the technical aspects of the financial assistance process and projects</li> <li>• Prime contact throughout the agreement</li> <li>• Reviews, negotiates, and finalizes the Statement of Project Objectives (SOPO), technical milestones/deliverables, and Environmental Questionnaire</li> <li>• Reviews the Budget and Budget Justification to ensure that the proposed costs are reasonable and support the SOPO</li> <li>• Leads all negotiation calls</li> <li>• Reviews quarterly and final reports</li> <li>• Reviews and approves invoice payments</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Jami Alley</b></li> <li>• <b>Sam Baker</b></li> <li>• <b>Nathan Ballenger</b></li> <li>• <b>James Jensen</b></li> <li>• <b>Terrell Jones</b></li> <li>• <b>Jennifer (Jen) Luna</b></li> <li>• <b>Kris Venema</b></li> </ul>	Project Monitors (Contractors)	<ul style="list-style-type: none"> <li>• Supports Project Manager for specific projects</li> <li>• Secondary contact throughout the agreement</li> <li>• Assists with reviews, negotiates, and finalizes the SOPO, technical milestones/deliverables, and Environmental Questionnaire</li> <li>• Helps review the Budget and Budget Justification to ensure that the proposed costs are reasonable and support the SOPO</li> <li>• Helps review quarterly and final reports</li> <li>• Available to assist recipients and answer questions</li> </ul>

# Indian Energy Deployment Team (Federal)



**Lizana Pierce, Senior Engineer  
and Deployment Supervisor**



**Tweedie Doe, Lead Project Officer**



**Michael Stevenson, Lead General  
Engineer**



**Tommy Jones, Deployment  
Specialist**



**Josh Gregory, General Engineer**



**Mike Vehar, General Engineer**



# General Engineer Josh Gregory, Denver, CO



- Josh Gregory serves as a technical expert administering financial assistance awards to American Indian Nations, Alaskan Native Villages, and tribal and intertribal organizations.
- He joined the Office of Indian Energy as an engineer in September 2021 and is duty-stationed in Denver, where he was born and raised.
  - Holds a Bachelor of Science in mechanical engineering
  - Prior to joining DOE, served 5 years as a mechanical engineer with the DOI Division of Energy and Mineral Development, assisting tribes with energy planning, assessment, and project development

*“Working in tribal energy has by far been the most inspiring and fulfilling work for me and I am honored to be a part of the team.”*

# General Engineer Mike Vehar, Miami, FL



- Mike Vehar serves as a technical expert administering financial assistance awards to American Indian Nations, Alaskan Native Villages, and tribal and intertribal organizations.
- He joined the Office of Indian Energy as an engineer in March 2023 and is duty-stationed in Miami, FL.
  - Holds a Bachelor of Science degree in Industrial Engineering Technology and Master's in Engineering Management and Systems
  - Prior to joining the DOE, served the Office of Indian Energy as a contractor engineer and technical project monitor administering financial assistance awards.
  - He also served in a similar role for the DOE Bioenergy Technologies Office, Solar Energy Technologies Office, and the Tribal Energy Efficiency and Conservation Block Grant Program.

*"I am honored to be a part of the team working to advance the mission of the Office of Indian Energy for the ultimate benefit of American Indians and Alaska Natives."*

# Project Monitors – Contractor Team



**Jen Luna, Lead**



**Jami Alley**



**Kris Venema**



**James Jensen**



**Sam Baker**



**Nathan Ballenger**



**Terrell Jones**



**Brandon Kiger**



# Meet the Team



Comprised of 12 federal employees and 8 contractors stationed across the country.

# DOE Procurement, Legal and NEPA Contacts

Name	Role	Responsibility
• <b>Liz Parrish</b>	Contracting Officer	<ul style="list-style-type: none"> <li>Authorized to execute awards on behalf of DOE and is responsible for the business management and non-program aspects of the financial assistance process</li> <li>The <u>only</u> person who has the authority to obligate government funds, commit the government, and authorize new awards and changes to awards.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Mandy Aden</b></li> <li>• <b>Elizabeth Jones</b></li> <li>• <b>Susan Manley</b></li> </ul>	Grants Management/ Contracts Specialist	<ul style="list-style-type: none"> <li>Reviews the Budget Justification to ensure all proposed costs are treated in accordance with the applicable cost principles and evaluates the allowability, allocability, and reasonableness of the costs</li> <li>Assists negotiation process</li> </ul>
• <b>Kim Graber</b>	Legal Counsel	<ul style="list-style-type: none"> <li>Provides legal advice and guidance to the program</li> <li>Reviews external documents</li> <li>Approves Evaluation and Selection Plan, Eligibility Determination, and Selection Statement and Analysis</li> <li>Makes Conflict of Interest Determinations</li> </ul>
• <b>Casey Strickland</b>	NEPA Compliance Officer	<ul style="list-style-type: none"> <li>Reviews proposed projects to evaluate the environmental and related social and economic effects of their proposed actions to ensure compliance with the National Environmental Policy Act (NEPA)</li> <li>Makes NEPA determinations on DOE funded projects</li> <li>Determines if a project will trigger any other regulatory requirements and ensures compliance with these regulations through actions such as consultation under the National Historic Preservation Act or the Endangered Species Act</li> </ul>



# Roles & Responsibilities: Recipient Contacts



## Business Contact

*Must be a representative of the Recipient entity authorized to act on behalf of the Recipient in the daily administration of the grant and to negotiate the agreement (not necessarily the signatory).*

**All DOE official written correspondence related to this award agreement, would be addressed to the “Business Contact”.**

- Represents the organization relative to administrative and grant management;
- Maintains registrations in SAM;
- Maintains registrations in FedConnect.net;
- Formally accepts new award agreement and modifications in FedConnect.net;
- Ensures invoicing of the grant funds;
- Addresses questions relative to indirect rates, financial systems, and audits; and
- Ensures completion of quarterly financial report submissions and final financial reporting.



## Project Manager

*Authorized to act as the “project manager” on behalf of the Recipient entity and would be the prime point of contact for DOE’s Project Officer during the project performance.*

- Is the point of contact for the DOE Project Officer;
- Acts as the project manager on behalf of the Recipient organization;
- Completes the quarterly Progress Reports and Final Technical Report;
- Presents project progress at the Annual Program Review meeting;
- Generally, manages and/or implements the project on behalf of the recipient organization.

*Functions may be performed by one person or multiple people. For grant purposes, DOE is requesting one individual be designated to represent the Applicant organization as the Business Contact and one as the Project Manager. In some cases, the recipient may designate one individual to act as both the Business Contact and Project Manager.*

# Communication Protocol

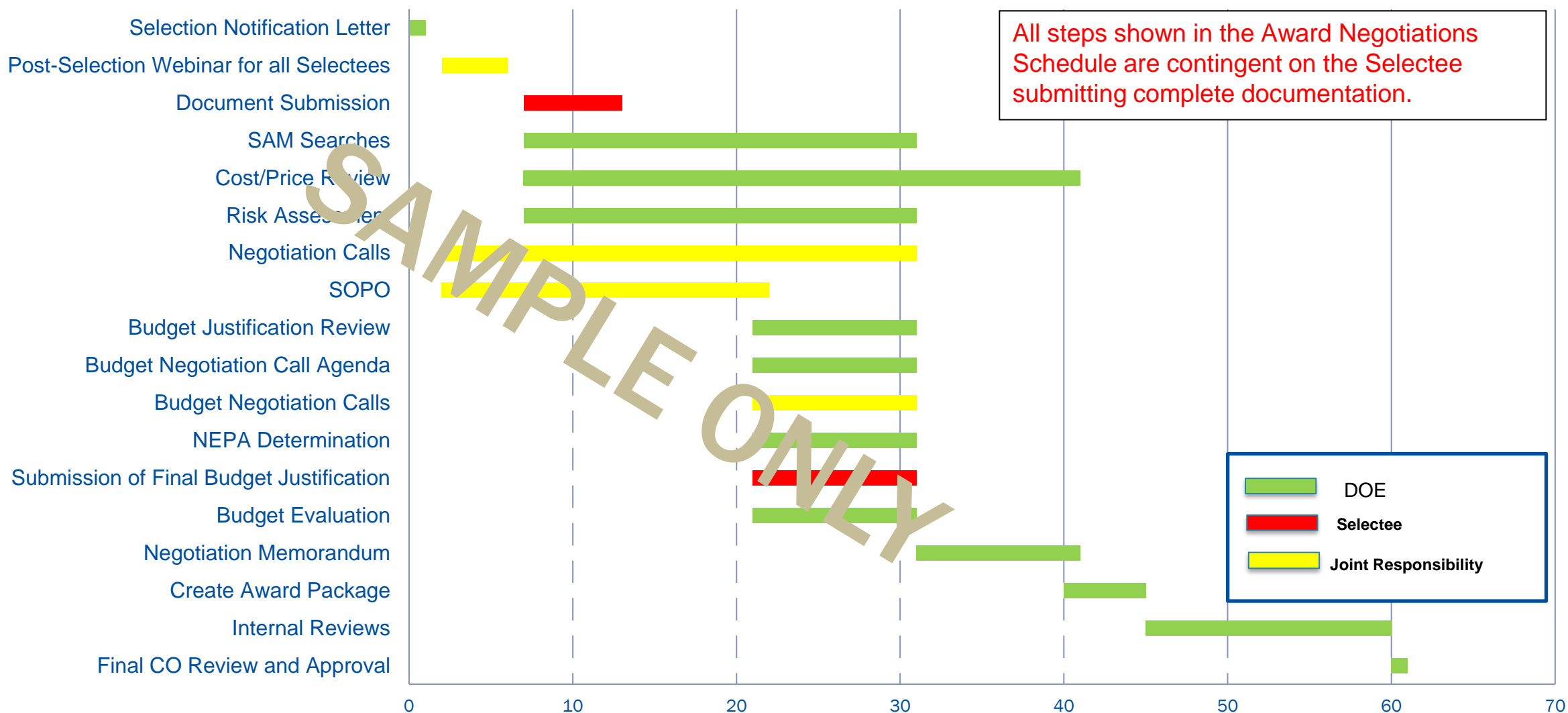
# Communication Protocol

- 1) DOE's communication will be exclusively with the Recipient. DOE has no privity of contract with any subcontractors, consultants, or vendors.
- 2) Expect direct, frequent and open communication on any and all project related matters (e.g., *project progress, DOE reimbursement, administrative changes to the agreement, reporting*).
- 3) Quarterly Progress and Financial Reports are the formal means for Recipients to communicate progress (*reminders from DOE sent in advance of due date with forms/ templates*).
- 4) Recipient should notify the DOE Project Contacts directly of any unplanned situation (*more on formal notification requirements later in the presentation*).
- 5) Any requests for Award Modification should be made via email to your DOE Project Contacts.



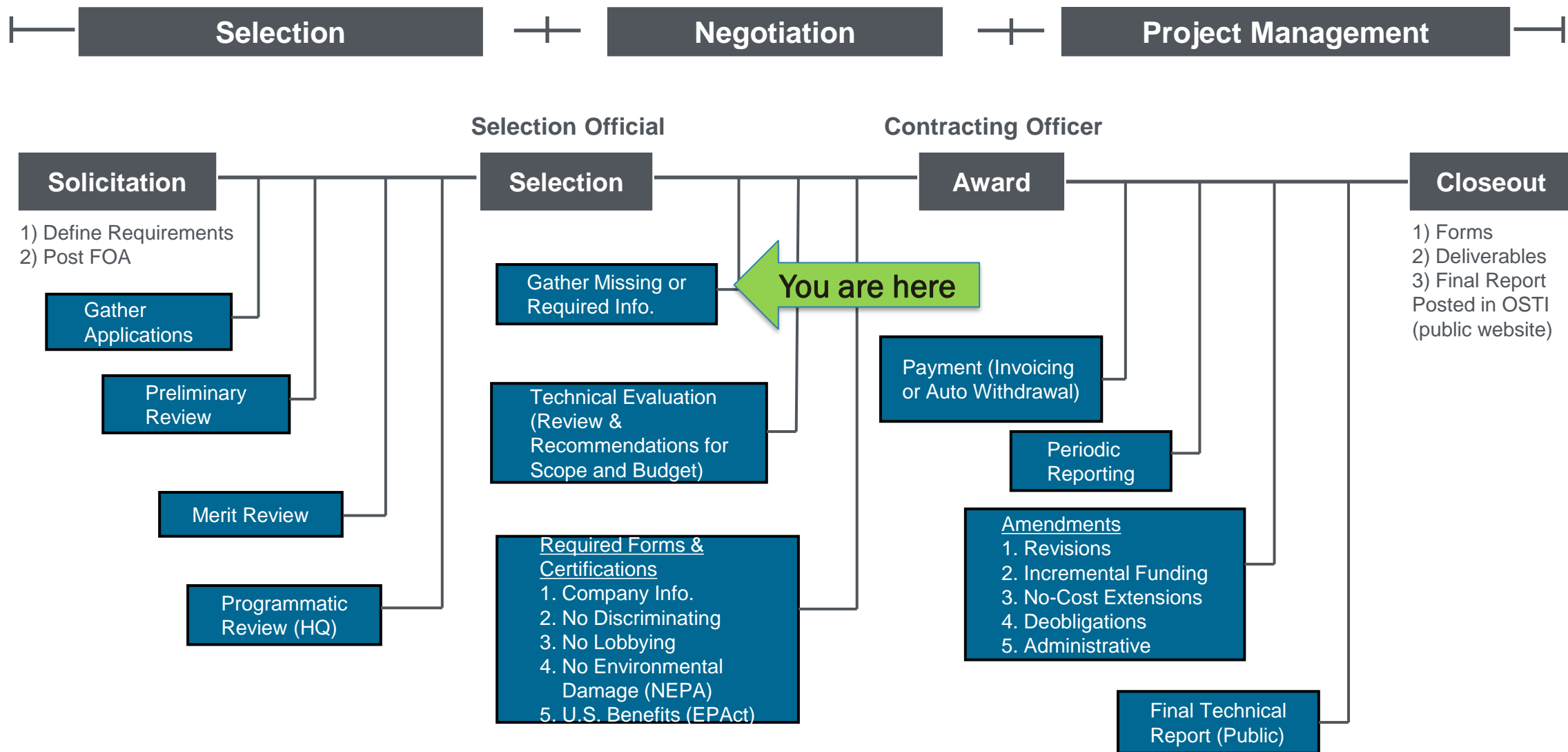
# Pre-award Process and Timing

# General Negotiation Process and Timing





# Award Phases



# Award Negotiation Process

Review Letter from the Contracting Officer (CO) and submit requested information

DOE Project Officer/Monitor review proposed costs and scope, obtain supplemental information or clarification and prepare draft budget and scope for your review and concurrence.

Hold pre-award negotiation call to discuss and agree on the scope and budget

DOE Project Officer/Monitor completes programmatic award documentation

Transfer documents to procurement for Grant Management Specialist review and due diligence prior to Contracting Officer approval.

**Reminder:** National Environmental Policy Act (NEPA) review and determination of your project is required prior to the commitment of federal funds or commencement of activities.

# System Registrations

- **FedConnect.net**

Registration is required to review and receive an award.

- <https://www.fedconnect.net>
- FedConnect Guide:  
[https://www.fedconnect.net/FedConnect/Marketing/Documents/FedConnect\\_Ready\\_Set\\_Go.pdf](https://www.fedconnect.net/FedConnect/Marketing/Documents/FedConnect_Ready_Set_Go.pdf)
- Contact FedConnect helpdesk at [support@fedconnect.net](mailto:support@fedconnect.net)  
or (800) 899-6665

- **Project Management Center (PMC)**

Register with the PMC to submit Quarterly report submission and NEPA Environmental Questionnaire.

- Register at <https://www.eere-pmc.energy.gov/PMCRecipient/>

# System Registrations

- **System for Award Management (SAM)**

Register with SAM to do business with the federal government and update annually.

- Register at <https://www.sam.gov>
- Contact Federal Service Desk at [https://www.fsd.gov/gsafsd\\_sp/gsafsd\\_sp](https://www.fsd.gov/gsafsd_sp/gsafsd_sp) or (866) 606-8220

- **VIPERS**

Submit request for advance or reimbursement (SF-270) electronically through the Department's Vendor Invoicing Payments Electronic Reporting System (VIPERS).

- Register at <https://vipers.doe.gov/>
- Contact VIPERS helpdesk at [orfscmail@oro.doe.gov](mailto:orfscmail@oro.doe.gov) or (888) 251-3557

# Supplemental Information



## Supplemental Information

- Notification letter from the Contracting Officer (CO) identified supplemental information needed
- Submit requested information
  - ✓ Pre-award Information Sheet (IE T 540.133-02)
  - ✓ Environmental Questionnaire (EQ-1 sample) – submit on-line
- Please be responsive to any other requests from the Project Officer and/or Project Monitor



## Pre-award Information Sheet (IE T 540.133-02)

- Recipient Contacts
- Type of Organization
- Intellectual Property
- Project Site and congressional District
- Business Assurances and Payment
- Performance and Financial
- Accounting System Survey
- Representation Certification
- Annual Audit Requirements



# Award Administration Requirements

## Subrecipient and Vendor Definitions

- A **Subrecipient** is a third party participating in a project who contributes any amount of cost share to the proposed project **or** who has a vested interest in the proposed project.
- A **Vendor** is a legal entity contracted to provide goods and services within normal business operations, who provides similar goods or services to many different purchasers and operates in a competitive environment.



# Award Administration Requirements

## Subrecipient and Vendor Approvals

- The Recipient must obtain written approval by the Contracting Officer for reimbursement of costs associated for any To Be Identified (TBD) Subrecipient or Vendor if:
  - Subrecipients whose total project related costs exceeds either (1) \$250,000 or (2) 25% of total award costs (whichever is less)
  - Vendors whose costs exceed \$250,000
  - Specifically identified in the Award agreement needing prior approval.
- **Until approved, the Recipient is restricted from expending project funds** (either DOE or Recipient cost share) for TBD Subrecipients and/or Vendors unless and until the Contracting Officer provides written approval.





# Award Administration Requirements

## Subrecipient and Vendor Approvals

- Written Contracting Officer approval in the form of a formal amendment to the agreement is required for TBD Subrecipients and Vendors identified in the Award.
- At its discretion, DOE may not reimburse costs incurred prior to the date of any such written approval by the Contracting Officer.
- Therefore, it is imperative that you notify your DOE Project Officer and Project Monitor once you've identified those Subrecipients and/or Vendors so we can work with you to lift those conditions.
- You cannot expend funds or invoice for project related costs for TBD Subrecipients and/or Vendors until approved by the Contracting Officer.



# Award Administration Requirements

## Subrecipient and Vendor Approvals

- Required for TBD Subrecipient and Vendor approvals
  - Name of selected entity,
  - UEI number,
  - Description of the selection process,
  - Budget support,
  - Copy of the contract with scope of work and contract amount, and
  - For non-competitively selected entities, a formal waiver request with your reasons for not competing must be made to the Contracting Officer for approval.
- You may not invoice for project related costs for TBD Subrecipients and/or Vendors until the CO approves your Subrecipient or Vendor and documents that approval in a formal modification to the grant agreement.

## NEPA Review and Determinations

### National Environmental Policy Act (NEPA) of 1969

The Office of Indian Energy's decision on whether and how to distribute federal funds is subject to the National Environmental Policy Act (NEPA) and DOE must conduct a NEPA review for all proposed project activities prior to authorizing the use of federal funds. As this time, DOE has not issued a final NEPA determination for your proposed project.

# Award Administration Requirements

## National Environmental Policy Act of 1969 (NEPA)

- NEPA requires the Federal Government to evaluate and understand the potential benefits and impacts to the environment BEFORE committing resources to a proposed action (i.e. providing federal funding).
- The entire project (either funded with Federal funds or cost-shared) is subject to NEPA compliance.
- The NEPA process considers and documents potential impacts that an action would have on the social, economic and physical environment.
- DOE must also comply with other environmental statutes as part of the NEPA compliance process:
  - Endangered Species Act, National Historical Preservation Act, Coastal Zone Management Act, Marine Mammal Protection Act, Essential Fish Habitat, Migratory Bird Treaty Act, and several more depending on the location.

***It is important to read and understand your specific NEPA provision in the Terms & Conditions of your Financial Assistance Agreement.***



# Award Administration Requirements

## NEPA Review and Determinations



### Categorical Exclusions (CX)

- Siting/construction/operation of facilities for bench-scale research, conventional laboratory operations, small-scale research and development, pilot and demonstration projects (in existing/established facilities)
- Information gathering, dissemination and document preparation
- Technical advice and planning assistance
- Site characterization/environmental monitoring
- Research related to conservation of fish and wildlife



### Environmental Assessment (EA)

- "Siting, construction, and operation of energy system prototypes including, but not limited to, wind resource, hydropower, geothermal, fossil fuel, biomass, and solar energy pilot projects", DOE NEPA Regulations 10 CFR 1021
- Actions and activities where impacts/environmental consequences to the human environment are not definitively known and do not qualify under a CX.
- Activities where the potential impacts can be reduced (mitigated) to less than significant levels after a complete analysis.



### Environmental Impact Statement (EIS)

- Actions and activities that may significantly impact the environment, can be considered environmentally controversial and the impacts can not be reduced to less than significant.

# NEPA Review and Determinations

## Irreversible/Irretrievable

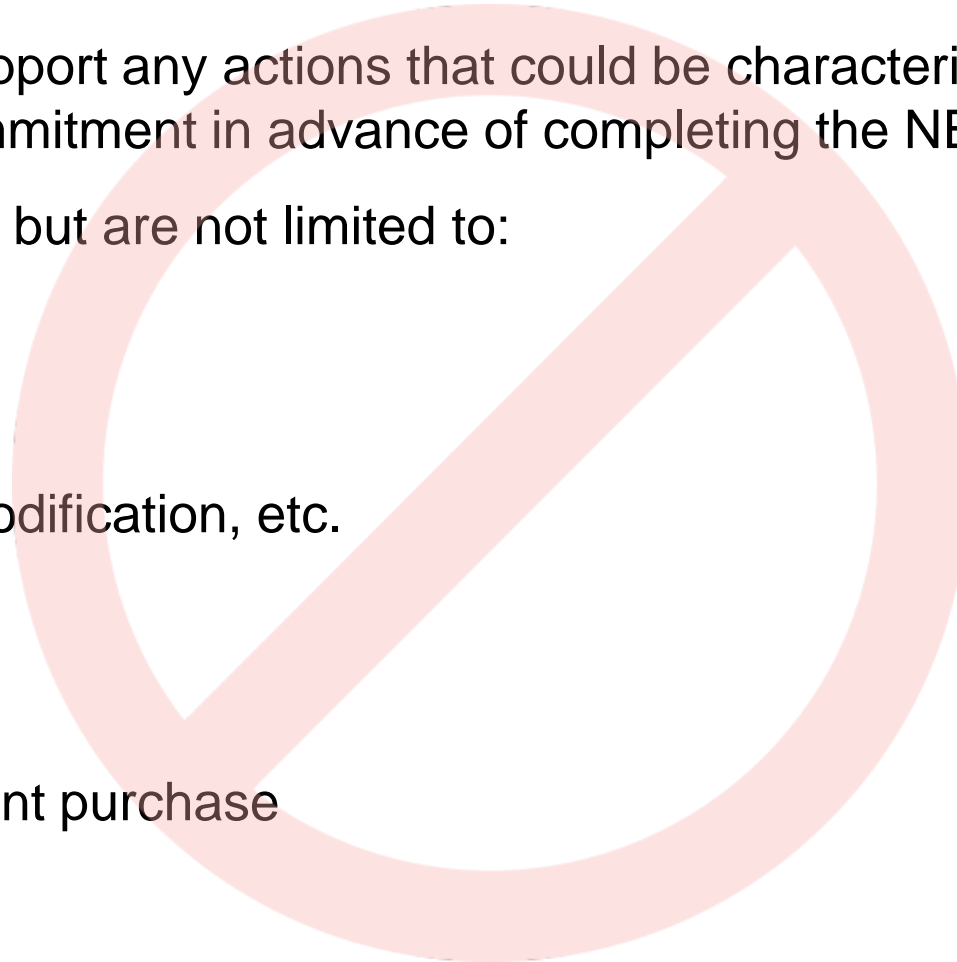
DOE cannot take or support any actions that could be characterized as an *irreversible and/or irretrievable* commitment in advance of completing the NEPA review process.

These activities include but are not limited to:

- Site Preparation
- Construction
- Infrastructure modification, etc.

### **AND**

- Final design
- Capital equipment purchase



# Invoice-by-Invoice Cost Share

## Invoice-by-Invoice Cost Share (Pre-Award Information Sheet Form IE T 540.133-02, Question D.4)

- DOE requires Grant Recipients to contribute cost share incrementally over the life of the award, on a pro-rata basis.
- Specifically, the cumulative cost share percentage provided on each invoice must reflect, at a minimum, the cost share percentage specified in your award.
- To request a waiver to this requirement, indicate your intent on the IE T 540.133-02 form (Question #5) and submit a waiver request to include:
  - (1) a detailed justification for the request;
  - (2) a proposed schedule of payments, including amounts and dates;
  - (3) a written commitment to meet that schedule; and
  - (4) such evidence as necessary to demonstrate that the Prime Recipient has complied with its cost share obligations to date.

The Contracting Officer must approve all such requests before they go into effect.

# Pre-Award Costs

Selectees may not incur pre-award costs without prior DOE approval

- Pre-award costs are those ***costs incurred prior to the effective date of the Federal award***, in anticipation of the Federal award, where such costs are necessary for the timely performance of the scope of work.
- Such costs are ***allowable only to the extent that they would have been allowable if incurred after the date of the Federal award*** and only with the written approval of the DOE Contracting Officer.
- Pre-award costs cannot be incurred prior to the Selection Official signing the Selection Statement and Analysis.
- ***Pre-Award expenditures are made at the Selectee's risk***; DOE is not obligated to reimburse costs:
  - 1) In the absence of appropriations;
  - 2) If an award is not made; or
  - 3) If an award is made for a lesser amount than the Selectee anticipated.



# Next Steps



# Next Steps

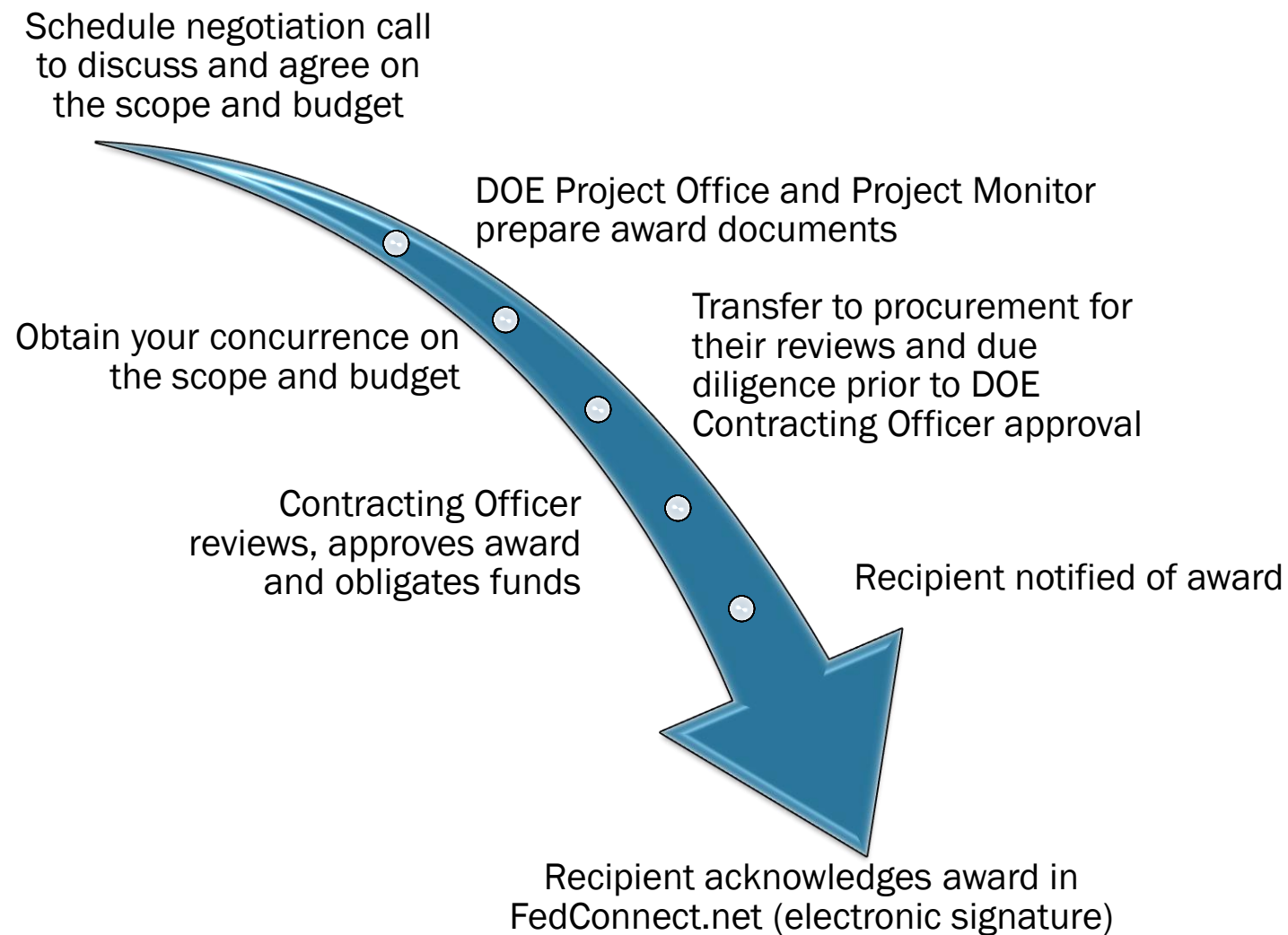


## Next Steps

### **Selectees should have completed the following:**

- ✓ Registered with SAM to do business with the federal government
- ✓ Registered on FedConnect.net to receive an award
- ✓ Registered with the PMC to submit Quarterly report and NEPA Environmental Questionnaire
- ✓ Completed and returned the Pre-Award Information Sheet (IE T 540.133-02)
- ✓ Completed the Environmental Questionnaire (EQ-1) online on the PMC.

## Next Steps



# Annual Program Review

## Unique Tribal Forum for Sharing and Learning

- Forum for Tribes to meet and learn from other each other and to share their successes and challenges
- Networking & learning opportunity
- Generally, fifty to sixty (50-60) Tribal energy projects presented
- Typically, ~200 participants



**November 13-17, 2023**

## Next Steps

A future webinar will be scheduled to go over the award documents, other requirements, and resources.





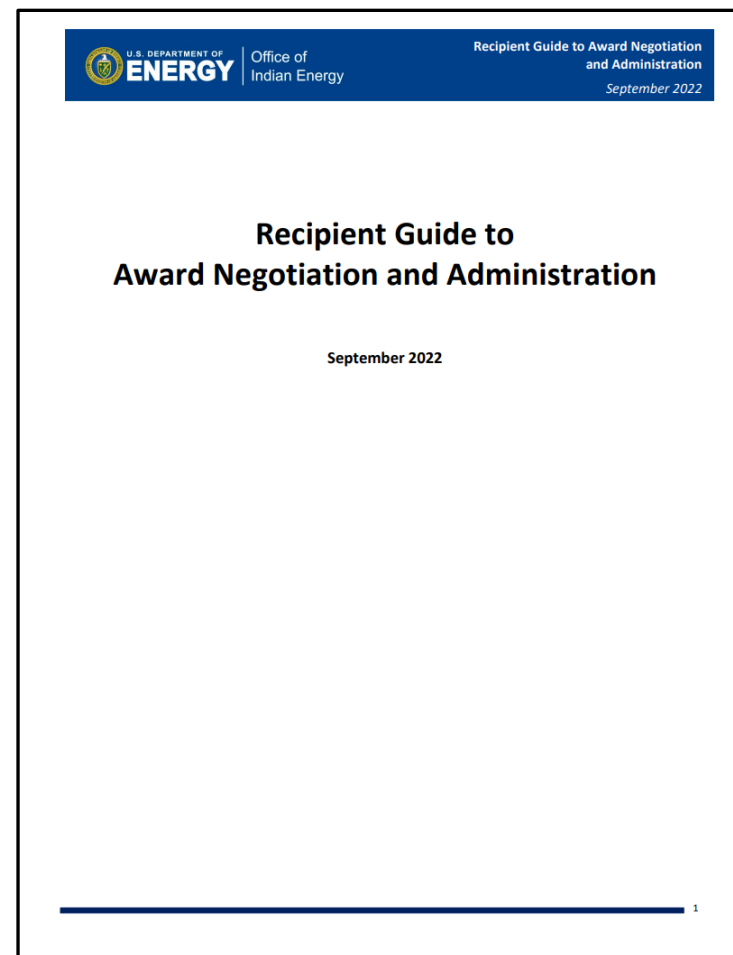


# Resources

## Recipient Guide to Award Negotiation and Administration

This Guide is intended to help grant Recipients navigate the Department of Energy (DOE) and the Office of Indian Energy Policy and Programs (Office of Indian Energy) award process.

This includes the pre-award process, the critical first few days after selection, execution of the award, award administration, and closeout of the agreement.



[www.energy.gov/indianenergy/grant-recipient-resources](https://www.energy.gov/indianenergy/grant-recipient-resources)

## Recipient Guide

### Appendixes

- 1: Glossary of Terms and Acronyms
- 2: Reserved
- 3: IE-Exchange User Guide
- 4: FedConnect Ready Set Go User Guide
- 5: Final Technical Report to OSTI User Guide
- 6: PMC to Submit EQ-1 and Reports User Guide
- 7: SAM Registration and UEI User Guide
- 8: VIPERS to Submit Payment Requests User Guide
- 9: Federal Financial Report (SF-425) Instructions
- 10: Sample Grant Agreement Documents

The screenshot displays the 'Grant Recipient Resources' page. At the top, the title 'Grant Recipient Resources' is prominently displayed in white against a dark blue background with a geometric pattern. Below the title, the text 'Office of Indian Energy Policy and Programs' is visible. The main content area is white and contains the following information:

- A breadcrumb trail: 'Office of Indian Energy Policy and Programs » Projects » Grant Recipient Resources'.
- An introductory paragraph: 'The U.S. Department of Energy's (DOE) Office of Indian Energy provides funding on a competitive basis for tribal energy generation, resiliency, infrastructure, and electrification deployment projects. This web page is intended to provide resources to applicants selected for award negotiations and award recipients.'
- Contact information: 'If you have questions, contact your assigned DOE Project Officer or the Office of Indian Energy main helpdesk at 240-562-1352 or [indianenergy@hq.doe.gov](mailto:indianenergy@hq.doe.gov).'
- A section titled 'Recipient Guide' with a sub-header 'This Recipient Guide to Award Negotiation and Administration'. The text explains that the guide is intended to help award recipients navigate DOE and the Office of Indian Energy award process, including the pre-award process, the critical first few days after selection, execution of the award, award administration, and closeout of the agreement.
- A paragraph stating: 'The appendices to this guide include a glossary of common DOE terms and acronyms, along with step-by-step instructions with screenshots to help grant recipients navigate the DOE grant systems as follows:'.
- A bulleted list of appendices:
  - Appendix 1: Glossary of Terms and Acronyms
  - Appendix 2: Reserved
  - Appendix 3: IE-Exchange User Guide
  - Appendix 4: FedConnect Ready Set Go User Guide
  - Appendix 5: Final Technical Report to OSTI User Guide
  - Appendix 6: PMC to Submit EQ-1 and Reports User Guide
  - Appendix 7: SAM Registration and UEI User Guide
  - Appendix 8: VIPERS to Submit Payment Requests User Guide
  - Appendix 9: Federal Financial Report (SF-425) Instructions
  - Appendix 10: Sample Grant Agreement Documents

On the right side of the page, there is a thumbnail image of the 'Recipient Guide to Award Negotiation and Administration' document cover, dated September 2022. The cover features the U.S. Department of Energy logo and the title of the guide.

[www.energy.gov/indianenergy/grant-recipient-resources](https://www.energy.gov/indianenergy/grant-recipient-resources)

## Grant Recipient Resources

### Webinars

- Introduction and Negotiation Process
- Deployment Project Kick-off Meeting

### Reporting

- Quarterly Reporting
- Annual Reporting
- Final Reporting

## Webinars

Recipients of funding are required to attend two webinars that provide an introduction to our team, information on the negotiation process, responsibilities of entities selected for negotiation of award, an overview of award documents, and award administration requirements, specifically the responsibilities of recipients throughout the award period.

Example of past presentations (slides only):

- [Introductions and Negotiation Process Slides \(FOA-2317\)](#)
- [Deployment Projects Kick-Off Webinar \(FOA-2317\)](#)

Example of past webinars (recordings):

- [Introductions and Negotiations Process \(FOA-2317\)](#)
- [Deployment Projects Kick-Off Meeting Webinar \(FOA-2317\)](#)

*Note: Registration is required to view the webinar recordings above.*

## Reporting

The following describes the quarterly, annual, and final reporting requirements, as well as the forms and templates needed to report. Any additional reporting requirements will be documented on the Federal Assistance Reporting Checklist included as part of individual award documents. See [Appendix 10](#) for a sample Federal Assistance Reporting Checklist.

For post-award standard reporting forms and instructions, see [Grants.gov](#).

[www.energy.gov/indianenergy/grant-recipient-resources](https://www.energy.gov/indianenergy/grant-recipient-resources)

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# Questions

# Questions



We look forward to helping you through the negotiation process and, if an award is made, in helping make your projects successful.



Thank you!

